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**MEMORANDUM FOR:** Executive Officer, Office of Security  
**SUBJECT:** DD/S Request for Employee Emergency Reports

1. The attached DD/S memorandum sets forth a requirement and procedure that he and other officials be provided information concerning Employee Emergencies that come to the attention of the Office of Security, Medical Staff, and Office of Personnel.
2. The original proposal for such a report was reviewed in the Office of Security and the Night Security Office "Incident Report" was examined. The SSA/DD/S was informed by both Office of Security and Office of Personnel that it would be better to continue the existing procedure whereby the NSO reports to the Office of Personnel on overnight employee incidents and the Office of Personnel report to the DD/S on Employee Emergencies as it considers appropriate. The DD/S did not accept that procedure.
3. The final plan, set forth in the attached, requires:
  - a. New Form No. 901a to be used to report Employee Emergencies. (This is not to interfere with the NSO continued use of Form No. 1798 to report internally on other type security incidents.)
  - b. Copies of the Employee Emergency reports on Form 901a always will be sent to the Office of the Deputy Director (Support), the Agency Executive Officer, and

the Agency Deputy Director concerned. These copies are to reach those offices promptly by pneumatic tube. Further, Employee Emergencies occurring overnight must reach those offices from the Office of Security by 0830.

c. A determination must be made in each Employee Emergency case as to other offices concerned. The DD/S memo notes examples when copies would be sent the Assistant to the Director for Public Information, Office of Personnel, and Medical Staff.

4. Although this new reporting requirement is contrary to the preferences expressed, we are asked to implement it immediately. We are left with a few minor procedural problems to resolve:

a. Originally it was felt the NSO's should not write the reports going to the DD/S. This conviction remains in Physical Security Division and Building Security Branch.

b. Officially the Office of Security tube station is not expected to be manned until 9:00 a. m., however, personnel arrives early and opens it between 8:30 and 8:45.

c. Delivering the occasional Emergency Reports will require a trip from NSO (1E-26) to the DD/PPS (4E-70) or the tube station (4E-49). On the other hand, a direct trip from the NSO to DD/S (7D-24) would require the same manpower and time.

d. The Office of Personnel is responsible for Form No. 901a and [REDACTED] (x7545, Rm. 5E-68) may be contacted when the attached supply diminishes.

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5. It is suggested that this DD/S requirement be transmitted to [REDACTED] for prompt implementation by his Physical Security Division.

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**Records Management Officer  
Office of Security**

## Attachments

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